



USAID | WEST BANK/GAZA

Position Vacancy Announcement **USAID-American Embassy, Tel Aviv**

ALL CANDIDATES MUST FOLLOW THE APPLICATION INSTRUCTIONS AND PAY ATTENTION TO THE ADDITIONAL SELECTION CRITERIA SECTION (3) TO MAXIMIZE THE OPPORTUNITY FOR CONSIDERATION FOR THIS POSITION

Position Title/Grade: Secretaries (Temporary), GS-7
Opening Date: 10/19/2011
Closing Date: 11/02/2011
Who May Apply: Eligible Family Members
Length of Service: Personal Services Contracts– Temporary up to six months

The United States Agency for International Development (USAID) is seeking highly qualified candidates for the positions of Secretaries, to provide temporary administrative support to the different offices within the USAID Mission for West Bank & Gaza. The primary purpose of these positions is to provide a comprehensive range of administrative, secretarial and clerical support to the Office Director and staff members. Keeps supervisors' calendars and reminds them of appointments and other commitments. Prepares and types correspondence, reports and other documents in English; controls and tracks action correspondence; maintains files and records in hard copies and electronic files. These positions are located in the USAID offices in Tel Aviv and require the ability to commute to the office on daily basis.

1) QUALIFICATIONS SOUGHT:

- Completion of secondary school is required. Completion of some business or administrative related university studies is highly desirable.
- Minimum of three years of previous secretarial, administrative and/or office experience is required.
- Knowledge of local and American Secretarial, clerical administrative practices and procedures.
- Must be skilled in Microsoft Office and database applications, and have the ability to use office machines.
- Must have excellent organizational skills.
- Level IV (fluency) in English is required. Good Knowledge of Arabic and/or Hebrew are desirable.

2) HOW TO APPLY:

All applications and resumes must be sent to: **USAID Executive Office attention HR Department**

By Email: hrwbq@usaid.gov

Or by Fax: **03-511-4894**

Eligible Family Members: **Please submit a typed OF-612 along with a cover letter and resume.**

SUBMISSIONS MUST BE RECEIVED AT THE USAID EXECUTIVE OFFICE BY: NOVEMBER 2, 2011

3) ADDITIONAL SELECTION CRITERIA:

- a. Please clearly indicate the position you are applying for and address all qualifications sought. Any application that does not specify the position applied for will not be considered.
- b. Please indicate where you learned about the position: Specify which website and/or newspaper.
- c. Selection will depend upon education, skills and experience of the applicants, as well as references and interviews.
- d. Hiring for this position is based on funding availability as well as security and medical clearances.
- e. In order for U.S. citizens to be considered for employment, proof must be provided with their application of their local work permit and/or legal status in Israel.
- f. Only qualified applicants will be considered. Only those applicants short-listed for interview will be contacted.

4) ADDITIONAL INFORMATION:

Fully qualified candidates for employment are normally hired at the first step of the position grade. In some instances, candidates may be hired at a higher step when exceptional qualifications so warrant. The decision will be made by the USAID Executive Officer. If there are no qualified candidates at the starting grade level, a candidate may be hired at a lower grade trainee level.

THE U.S. GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER